

TO: School Superintendents
School Safety Specialists, Groups 1-4

FROM: Clarissa N. Snapp, Director
Kelli Witsman, Program Coordinator
Indiana School Safety Specialist Academy

DATE: August 29, 2003

RE: *Indiana's Schools and Communities Lighting the Way to Safe Schools*
October 27-28, 2003

Attached are lodging and registration forms for the upcoming school safety conference on **October 27-28, 2003**. The conference, *Indiana's Schools and Communities Lighting the Way to Safe Schools* will be held in Indianapolis at the **Sheraton Hotel & Suites**, Keystone Crossing. (Travel directions are enclosed).

There will be **early-bird registration** outside the Plaza Ballroom at the Sheraton on **October 26th, 7:00-8:00 p.m.** Continental Breakfast and Registration will begin at 7:00 a.m. on October 27. Due to the large number of attendees, we suggest you arrive early to avoid long lines. The Conference will begin at **8:30 a.m.** and conclude at **4:00 p.m.** on both October 27th and 28th.

This conference is free of charge to all school safety specialists who have completed Basic Training. School safety specialists in Groups 1-4 are required to attend a minimum of two days of training per school year. The next available conference dates will be **April 19-20, 2004**.

One additional guest from your school district may attend this conference free of charge. We will provide two meals, registration, and materials. We will not pay lodging for the guests. However, the guest may register in our block of rooms at our lodging rate of \$83.00, plus tax. Additional guests need to use the attached form, "Guest Reservations", in order to secure a room at this rate.

Additional school personnel may attend the conference at a registration fee of \$80.00. This fee will cover both days of registration, two meals per day, and the costs of materials. Please make checks payable to the **Indiana Department of Education** and send with the registration forms to Audra Hacker, Administrative Assistant, Indiana School Safety Specialist Academy, Room 229, State House, Indianapolis, IN 46204-

2798. **Please send no later than October 1, 2003.** Lodging for all guests (anyone not a school safety specialist) will be at the expense of the school district.

Enclosed please find:

- Fast Response Form for school safety specialists indicating attendance at either **October 27-28, 2003** or **April 19-20, 2004**, conferences.
- Hotel Lodging Forms for School Safety Specialists – to be returned directly to the hotel

School Safety Specialists: We request you ask for lodging to be paid by us only if you will be driving a substantial distance to the hotel. (At least two hours.)

- Fast Response/Registration Forms for Guests
- Hotel Lodging Forms for Guests – to be returned directly to the hotel

Please return all registrations to us by October 1, 2003.

Those of you wishing CRU's or Law Enforcement Hours, must indicate so on the enclosed registration forms. The CRU's and Law Enforcement Hours will be available at the end of the last day of the conference. They may not be given to anyone other than the person requesting them and will not be mailed. CRU's and Law Enforcement Hours will not be issued retroactively.

Information regarding graduate credit through IUPUI will be mailed in November, 2003. The graduate course and credits will be completed during the Spring, 2004 semester.

If you have questions regarding the conference, CRU's or Law Enforcement Hours, please contact Kelli Witsman at 317-232-6975, witsman@doe.state.in.us, or Clarissa Snapp at 317-234-0326, csnapp@doe.state.in.us.

Audra Hacker is in charge of conference registration, she may be contacted at 317-234-1362 or ahacker@doe.state.in.us.

You will receive a confirmation by e-mail. School safety specialists: ***Please*** make sure your information is correct in our database. Guests need to include their e-mail addresses on the registration form.

Enclosures